



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 3, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949****

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m – By President Pease
2. Pledge of Allegiance- Led by President Pease
3. Roll Call- All Present, Director Kevin Graves was present via teleconference for the entire duration of the meeting.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public comment regarding

- Concerns regarding landscaping in the Timberpoint area.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 20, 2020.
2. Approve Register of District Invoices.
3. Action to Approve Renewal of Herwit Engineering Contract for Services into Fiscal Year 2020-2021.
4. Approve Proclamation 20-01.
5. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2020-2021. President Pease removed Consent Calendar Item C-4- Approve Proclamation 20-01 to be discussed separate from the rest of the Consent Calendar Items.
Motion to approve Consent Calendar by Director Mayer
Second by Director Leete.
Motion Carried- AYES: 5, NOES: 0
President Pease read Proclamation 20-01 dedicated to Project Manager Bernie Sadler's career path and his devoted work for Town of Discovery Bay's Water and Wastewater District.
Motion to approve Proclamation 20-21 by Director Leete.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report.
Lea Castleberry, Deputy Chief of Staff for Supervisor Diane Burgis provided update regarding the Census. Response date for the census has been extended through October 31, 2020. Follow up notices for non-responders will be mailed out August 11, 2020. To update census survey, visit mycensus2020.com. List of open and closed business due to COVID-19 was discussed. Lea also mentioned testing sites for COVID-19, more information can be found on cchealth.org. Contra Costa Board of Supervisor's passed an ordinance to regulate short term rentals. Contra Costa County Supervisor's also adopted a curfew for all county residents. Curfew is enforced from 8:00 p.m. until 5:00 a.m. until further notice is given.
President Pease questioned the issue of privacy fencing ordinance to correct falling fences. Lea states Supervisor Diane Burgis will discuss this issue with the County Administrator on their next meeting.
President Pease requested a timeframe for this to be resolved.
Lea offered to have direct contact with President Pease regarding this topic.
2. Sheriff's Office Report.
Lieutenant Mark Johnson reported on criminal activity including traffic violations, petty theft, domestic issues. Social media is being monitored and extra cars are on patrol.
Public comment regarding
 - Update on license plate reader cameras.Lieutenant Johnson states he is working with installer and CalTrans to get a date that works for everyone.
 - Requested contact info for installing a Speed Limit sign due to speeders.Lieutenant Johnson stated he will talk the CHP to get extra patrols to increase presence.
3. CHP Report.
Per General Manager Mike Davies, CHP Officer Thomas was assigned to another task and not available for report.
4. East Contra Costa Fire Protection District Report.
East Contra Costa Fire Department Battalion Chief, Ross Macumber reported on response time for calls, local fires, and roadway accident. Reported fire that started by lightning. Report of helicopter crash. Reminder was issued to cut the weeds in your lawn, fire inspectors will write people up for weeds that pose a potential fire hazard. Update given on new fire engine.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Present Proclamation 20-01.
Addressed under Consent Calendar.

G. BUSINESS AND ACTION ITEMS

1. Public Hearing, Discussion, and Possible Action to Approve Town of Discovery Bay Proposed Rate Increase Pertaining to Water and Wastewater Services for FY 2020 through FY 2025 and Approval and Adoption of Resolution No. 2020-12 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll.
Assistant General Manager Dina Breitstein reminded the Board that at the April 15th, 2020 Board of Directors meeting, Lechowicz & Tseng, Municipal Consultants conducted a presentation of the proposed rate study; during this meeting, the Board of Directors adopted the study.
In accordance with Proposition 218, public notices informing of the proposed utility rate increase were mailed out to the residents on April 17, 2020. A copy of this verification has been added as additional materials.
Assistant General Manager Breitstein stated written protests have been accepted up to the close of the public hearing tonight. There are 6,352 identified parcels in the Town of Discovery Bay. For the protest to be successful, it would require 3,177 written protests. The District has received a total of 290 unverified written protests. There was no need to verify the authenticity of each protest, since every single written protest was accepted, valid or not. The total count of 290 falls far short of the 3,177 written protest required to constitute a majority vote.

Director Leete clarified that the Water and Wastewater Rates being presented tonight are the same numbers previously considered.

Assistant General Manager Breitstein confirmed the numbers are the same as previously considered.

Public comment regarding

- Opinion that the provisions of Prop 218 are a farce. Opinion that based on the method of voting, the rate increase can never be rejected. Indicated there is a carte blanche to do as Board desires with the rates.

Director Graves commented his concerned that the public was not properly educated regarding the mandated duty to provide upgraded water standards to meet state requirements. Believes there is a lack of understanding from the community of Board obligations.

Motion by Director Leete to Approve Resolution 2020-12- Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll and Approval of Town of Discovery Bay Proposed Rate Increase Pertaining to Water and Wastewater Services for FY 2020 through FY 2025.

Second by Vice President Gutow.

Motion carried- AYES: 4- President Pease, Vice President Gutow, Director Leete, Director Mayer

NOES: 1- Director Graves

2. Discussion and Possible Action to Adopt Preliminary Fiscal Year 2020-21 Draft Operating, Capital and Revenue Budget.

Finance Manager, Julie Carter indicated 2-year forecast was reviewed, however, only Fiscal Year 2020-21 is requested to be adopted.

Public comment regarding

- Concern regarding budget from 2011-12. Comment stated budget was six million dollar less than this proposed Draft Budget. Declared that this type of spending will need to be addressed in the next election.
- How will the public be notified of the vote or where to show up.

President Pease advised that the next Board Meeting will be held June 17, 2020 at 7:00 p.m. and information was also mailed out to all residents.

Motion by Director Leete to Approve Preliminary Draft of Fiscal Year 2020-21 Operating, Capital and Revenue Budget.

Second by Vice President Gutow.

Motion carried- AYES: 5- President Pease, Vice President Gutow, Director Graves, Director Leete, Director Mayer, NOES: 0

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)

June 3, 2020.

Director Leete provided update on discussions of the Finance Committee Meeting. Discussions took place regarding portioning Community Center funds to other zones, five year rolling reserve analysis. There was an update on extraction efforts to remove treasury services from Contra Costa County and service inhouse.

b. Internal Operations Committee Meeting (Committee Members Robert Leete and Kevin Graves)

June 3, 2020.

Director Leete provided update on Internal Operations Committee Meeting. States there was discussion over the impact of COVID-19 on operations and the best practices for the election process. Also discussed new link for contractors wanting to be a part of Bidders List on Town projects. Link to sign up is available on todb.ca.gov.

c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)

June 3, 2020.

Director Mayer states a presentation on O&M manual was discussed in the Water and Wastewater Committee Meeting, this will also be discussed on the next Board Meeting on June 17, 2020.

President Pease complimented the O&M manual presentation.

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

None.

K. CORRESPONDENCE RECEIVED (Information Only)

None.

L. FUTURE AGENDA ITEMS

Vice President Gutow requested a full update on status of the pool to be given at the next Board Meeting.

M. ADJOURNMENT

1. Adjourned at 7:41 p.m. to the next regular meeting of June 17, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

//ym//060420